

GTA Board Meeting Minutes

March 26, 2012

County Square, 301 University Ridge, Greenville, SC
Conference Room H (Bauer)

Board Members in Attendance:

Mr. Trey Fouché, Asst. Chairman
Mr. Al Gray, Treasurer
Mr. David Mitchell, Chairman
Mr. Jan Williams

Staff in Attendance:

Greg Baney (Transit Planner/Grants Manager)
Lorrie Brown (Administrative Assistant)
Phil Robey (Interim Transportation Director/Director of OMB)
Shelia Schmitt (Transit General Manager)

Absent Board Members

Mr. Matt Carter
Ms. Pat Dilger
Mr. Jason Tankersley

Others in Attendance:

Keith Brockington (GPATS Planner)
Karen Crawford (City Comptroller)
Fred Payne (County Council Member)
Brenda Perryman (SCDOT Regional Program Manager)
Warren Rowe (City Projects Manager)
Gaye Sprague (City Council Member)

The meeting was called to order at 12:00 noon by Mr. David Mitchell, Chairman.

Quorum established.

Approval of February 27, 2012 Board Meeting Minutes:

A motion to approve the February 27, 2012 Board Meeting Minutes was made by Mr. Al Gray. The motion was seconded by Mr. Jan Williams. No opposers. The motion carries.

Committee Reports

Development Committee Report (Given by Mr. Trey Fouché for meeting that took place on March 12th):

- The Committee discussed the Planning Strategy for BRT and what needed to happen in order for BRT to be realized and to apply for the New Starts grant April 2013. A plan was presented by Greg Baney with four phases outlined. Under Phase I you find Conceptual Design, Market Analysis, Developing Stakeholders and Land Development. A formal agreement would need to be in place before moving forward in the form of an actual contract or formal agreement; not an MOU. Phase II is the Preliminary Engineering Phase. Phase III is the final design stage. The complete strategy outline is in the board package. Determining the source of operating funding is the biggest hurdle.
- Staff gave standard reports with updates (Mauldin/Simpsonville, Public Information, Marketing Plan, GSP route, etc.).
- The Graham Foundation Grant was discussed.
- The JARC/New Freedom applications were reviewed. Four of the five applications submitted were approved.

Finance Committee Report (Given by Mr. Al Gray for meeting that took place on March 15th):

- A large amount of time was spent looking at the fund balance. Staff gave plans to get increase the fund balance. Items which negatively impacted us and caused the fund balance to go below where we felt it should be were reviewed. Overtime and fuel were some areas of concern. Staff will keep the Board apprised on efforts to increase the fund balance.
Mr. Robey stated that we are looking at how to provide more capacity in terms of restoring the Fund Balance to a level that gives more of a cushion. One area being looked at is the CAD/AVL Project. The Finance Committee will receive an update at the next meeting regarding the Route Match invoice, and staff will have a recommendation pertaining to the CAD/AVL Project.

March 2012 GTA Finance Board Invoices

Date	Company	Description	Invoice #	Amount
2/14/2012	City of Greenville	GTA Board Contract-January 2012	73901	\$284,746.16
2/29/2012	Greene Finney and Horton LLP	Feb Bill-Audit Services FY ended 9/30/11	14021	3,500.00
2/29/2012	LS3P Neal Prince	Design services – Transit Center Phase III Bike Station	26377	1,968.75
3/14/2012	TD Bank	TASC registration for David Mitchell		55.00
Total				\$290,269.91

JARC/New Freedom Invoices

Date	Company	Description	Invoice #	Amount
11/11/2011	City of Greenville	September 2011 New Freedom Parks & Rec. Bus Operations	73510	\$925.76

Grand Total				\$291,195.67
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1 The invoice relates to various items, applicable portion grant funded, GTA responsible for 20%.

2 The invoice relates to JARC/New Freedom grant

- 3 The invoice relates to the Transit Center Renovation project, 80% grant funds, local match provided by City.
 4 Board expense – no federal funding applies
 5 The invoice relates to bus purchase/Implicit payment, restricted cash available
 6 the invoice relates to CAD/AVL grant, 80% grant funds, local match provided by City.

The Finance Committee recommends approval of total invoices in the amount of \$291,195.67 (regular invoices \$290,269.91 and JARC/New Freedom invoices \$925.76). A second is not required, since this is a recommendation from the Finance Committee. A vote is taken. There are no opposers. The recommendation carries.

- Staff provided the Committee with an update on the Highway Transportation Bill.

Other Items for Discussion:

- The Transportation Director Job position was posted and it is in the evaluation stage. Mr. Gray asked for a copy of the job posting to post it on the COMTO website.
- **Request for Board Action enclosed for the purchase of trash cans at bus stops.** Mr. Fouché asked for discussion regarding the purchase of trash cans prior to taking a vote. He wanted to ensure that we have funds to pay for the trash cans. He was informed that we had a grant to cover this, and the match would be through in-kind labor. Mr. Robey stated that we feel this purchase is a worthwhile expenditure; it comes out of the same line item as bus shelters. Ms. Schmitt stated that we have had complaints about trash at our stops. She has identified ten sites which we have had high volume complaints; they are mostly near businesses. The other ten trash cans will be stored. The City picks up the trash at these sites.
- **Request for Board Action for Approval of FY 2012 JARC and New Freedom Projects (applications enclosed in package).** Mr. Brockington stated that the JARC/New Freedom money for this cycle is already in the GPATS TIP, since the amendments were made in January. It now only requires administrative changes. It will appear as a line item in the GPATS TIP.

A motion was made by Mr. Trey Fouché to approve the purchase order for trash cans to be put at bus stops. The motion was seconded by Mr. Al Gray. No opposers. The motion carries.

A motion for approval of the four JARC New Freedom applications as submitted by the Selection Committee was made by Mr. Trey Fouché. The motion was seconded by Mr. Al Gray. No opposers. The motion carries.

Chairman Mitchell stated that Greenlink/GTA was honored during the recent TASC conference. He stated the training was very educational, and gave us an opportunity to see what was taking place around the state relative to public transportation. Oversight of bus operations and safety in the state and around the country was addressed. Greenlink/GTA was recognized at the event as follows:

- Teresa Duck was recognized as **GAP Driver for the State**. There was an instance where Teresa was transporting a dialysis client to her home. After realizing that the client was not her usual self, Teresa took her back to Dialysis. It was then discovered that she was bleeding underneath her clothing. Her observance probably saved the life of the passenger.
- Greenlink/GTA was awarded **The Most Improved Transit Provider - Urban** for outstanding transit services to the general public. We were recognized for our improved service.
- Greenlink/GTA was awarded the **Public Transit Provider of the Year – Urban** for outstanding transit services to the general public by the state.
- Sheila Schmitt received the **Transit Director Award**.

Mr. Fouché stated it is good to see recognition for the hard work by drivers, staff, the City and the Board. These awards are for the people that work hard every day to serve our clients. Hopefully the City and County recognize the hard work that goes into operating this system. Mr. Gray stated he was at the conference as an exhibitor and had the opportunity to meet two of our maintenance people and was impressed by their enthusiasm at being a part of Greenlink. Mr. Williams stated that the Cost Efficiency Report shows an overall farebox ratio of 25.3%; the norm around the throughout U.S. is somewhere between 20 to 25% including advertisements. Our ratio of 25% only reflects what was received from the fare box.

City Council Member, Gaye Sprague, stated that she is excited about the awards. She reminded everyone of the joint effort, and that county also helps fund the system. In the end, it is the people. The people are out there every day driving the buses and making sure buses are operational.

Councilor Payne stated that he felt that Carl Jackson should also be acknowledged, since he was the Director when the changes took place. He recommended that a letter be sent to Mr. Jackson acknowledging his role in improved transit. Mr. Robey stated that the City Manager will contact Mr. Jackson. Mr. Payne acknowledged Phil Robey as Interim Transit Director. He stated that from the County's perspective when the Tri Party agreement was created, the County was happy to have the City take the lead role in managing this operation. He commends the City for their support. He thinks we need to look down the road at other potential. Everyone is feeling the impact of the increase in fuel costs. He feels that this will cause an increased demand for improved public transit. The new partnership with Maudlin/Simpsonville and expansion of the service is a good opportunity. We need to look at transit oriented economic development. Public and Private partnerships will help fund transit. He and Carl

Jackson were working towards establishing an agreement with Greenville Tech. Phil Robey acknowledged that he will continue to work with Greenville Tech. Mr. Payne would like to continue to be a part of conversations with Greenville Tech.

Mr. Robey stated that the City is working on a press release to publicize the awards. The City Manager will be working with Council Member Sprague to arrange a formal meeting with City Council in recognition of these awards. The GTA Board will be invited to attend. The awards and award recipients will be recognized at this meeting.

Management Report (Given by Phil Robey): Since the last Board Meeting, the Simpsonville Council has taken their first reading on the resolution which authorizes GTA to apply for federal funding on their behalf. This is another milestone event as we move forward to putting this service in place. Last Monday night the Mauldin City Council took the first and final reading on the resolution authorizing GTA to apply for and receive funding on their behalf. The votes taken in favor of putting this service in place were unanimous. Staff will follow up with the GTA Board and liaisons regarding any new developments.

Mr. Robey asked Greg Baney to update Councilor Payne on where we stand with "New Starts". Mr. Baney stated that the strategy that we have outlined (outline enclosed in board package) is an 18 month strategy for targeting an application for funding to be submitted in April of next year. There are four phases. The first two phases must take place prior to the grant application being submitted. After the application has been submitted and we have received acknowledgement from the FTA on their limited level of involvement, we can do the NEPA and the preliminary engineering design and provide a more concrete cost estimate followed by the construction phase. The first phases are prerequisite steps that have to be reached prior to submitting an application. We have established a timeline and plan.

Mr. Fouché stated that BRT keeps coming up. Greer is working on BRT with Upstate Forever. We need to seize upon the momentum of all the conversation and move it to the next level. He wants it to happen regardless of where it happens first. Greg Baney stated that the Marketing Plan which will be completed by the end of this month will look at the next 60 months and addresses BRT as well as dedicated funding.

Councilor Payne asked what areas will be addressed for BRT. Mr. Baney stated that it will be the same section covered during the Tiger Grant applications between downtown Greenville and the CUICAR campus. Mr. Payne stated that he is referencing the GPATS study completed 18 months ago which stated a rapid express line should be extended from Clemson to Greenville and go west to the Greenville County line. There was an east west backbone and north backbone from Travelers Rest to Fountain Inn. Mr. Fouché stated that this is part of our master plan. Several plans have addressed BRT. Councilor Payne stated that if we want BRT, GTA needs to pass a resolution regarding a BRT proposal for City Council and County Council. If it is a Rapid Express Bus, he would support it. Mr. Baney stated we are working on a conceptual design right now; he, Keith Brockington and Ms. Dilger met this past week to begin the process. It is a part of the first phase of the New Starts grants process, and it will be available in the near term. Mr. Mitchell asked that a resolution be vetted in the Development Committee.

TASC Conference:

- Mr. Baney spoke with FTA representatives regarding the House Bill. His initial understanding was that a 75% reimbursement in operating cost would only apply to small urban areas which have a fleet size of less than 75 buses. In the past, large urban areas were excluded from receiving any operating support. At the conference he spoke with David Shilling regarding whether it would apply to large urban areas as well. Dr. Yvette Taylor (Regional Administrator for FTA Region IV) stated that she did not know, but it was her understanding that it would apply to any agency with less than 75 buses. The House bill has not been approved; it still has to be approved by the Senate. If it is approved and if Dr. Taylor's interpretation is correct, it could mean great things for GTA.
- Chairman Mitchell stated that he participated in the Board training segment. After taking part in the training, he feels we are very fortunate in having the City of Greenville as our Operational partner. He had lunch with other Transit Board Members and Directors, and they are facing challenges which we do not have with the City as our operational partner. He hopes that other Board Members will take part in future Board Training. Legal reviews were one of the items discussed at the training. A lot of Boards have board members who want to get into day to day operations. This is not the case with our Board; the GTA Board sets policy and staff carries it out.

A motion was made by Mr. Trey Fouché to adjourn. The motion was seconded by Mr. Al Gray. No opposers. The motion carries.

Prepared by: Lorrie Brown
Lorrie Brown, Greenlink Administrative Assistant

Date: 3-26-12

Approved by: David Mitchell
Mr. David Mitchell, GTA Board Chairman

Date: 4-26-2012